

Summary of OPI Activities for January 2014

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Summary of OPI Activities for January 2014

Office of the Superintendent

Highlights for January 2014

Happy New Year! The staff of the OPI wishes you all the best in 2014. We are ready for a busy and productive winter and spring. This month's summary is full of important news including:

- The opening of the TEAMS data system on January 6, 2014. The TEAMS staff will also provide a question and answer session every other week starting January 14th.
- The Assessment & Data Conference is January 15-17 in Helena. This year's conference will provide you with what you need to know about the Smarter Field Test, administering the ACT and many other great workshops and speakers.
- The new K-12 Data Taskforce will meet on January 15 in Helena.
- The second semester bus inspections must be completed by January 31st.
For more information, contact [Terry Kendrick](#), 406-444-3449

RFP for Tech Support to Prepare for SBAC Assessment and 21st Century Classrooms

In December 2013, the Office of Public Instruction released the first of two Requests for Proposals (RFP). The first RFP is to contract the services of an entity to contact every school district in the state to assist school leaders in determining their 'readiness' for the SBAC assessment. All districts will be directed to a specific set of online resources to help in their local planning efforts and those districts identified and requesting additional planning assistance will receive further support through this process. On-call tech support for Montana schools during the SBAC Field Test in the spring of 2014 will also be included. The information already gathered by OPI and through this RFP will be used as the foundation for a second RFP designed to provide the ongoing planning support into and through the 2014-2015 school year.

For more information, contact [Dennis Parman](#), 444-5643

K-12 Data Task Force to meet on January 15 in Helena

The Office of Public Instruction will convene its 29-member K-12 Data Task Force on Wednesday, January 15, 2014 at the Red Lion Colonial Hotel, 2301 Colonial Drive, in Helena. The meeting will run from 9 a.m. to 4 p.m. Meeting topics include OPI policies for protection of student privacy; an overview of OPI data systems; demonstrations of Schoolnet (Pearson) and Mileposts (Silverback Learning Solutions); exchange of data between school districts and OPI; discussion of what parents, teachers, administrators and trustees want state and local data systems to be able to do; and public comment. An agenda for the meeting will be available in early January.

The task force includes representation from legislators, school administrators, teachers, district clerks, district technology staff, trustees and parents. Its purpose is to review, monitor and provide input and guidance in enhancing the statewide K-12 data system. The task force serves in an advisory capacity to the Office of Public Instruction.

For more information, contact [Madalyn Quinlan, Chief of Staff](#), 406-444-3168

Accreditation and Educator Preparation

TEAMS Opens January 6, 2014

The Terms of Employment, Accreditation, and Master Schedule (TEAMS) data collection system will open the afternoon of January 6, 2014. TEAMS replaces the former Annual Data Collection (ADC) system.

Public school districts, special education cooperatives, nonpublic accredited schools, Montana state funded schools, and residential treatment facilities have seven weeks to enter the information required for the Office of Public Instruction (OPI) to accredit schools and provide the necessary information for federal and state reporting. TEAMS will close at 11:59pm on February 21, 2014.

To prepare for the 2013-2014 Accreditation process, review this checklist of items:

1. Send TEAMS Security Form to the OPI
2. Complete TOE for FY2012-2013 (public schools and special education cooperatives)
3. Complete TOE for FY2013-2014
4. Determine MT K-12 Course Codes
5. Collect Teacher-Class Information
6. Collect District Accreditation Information
7. Collect School Accreditation Information

Refer to the [Accreditation Preparation Checklist](#) packet for more information.

On January 6, 2014, the TEAMS User Manual and Reference Guide, along with instructional videos, will be available on the [OPI School Staffing webpage](#).

Contact the OPI TEAMS Help Line at OPITEAMS@mt.gov with questions about TEAMS, the data the OPI is collecting, or the data collection process.

For more information, contact [Danielle Murphy](#), 406-444-9444

TEAMS Question and Answer Presentation

The TEAMS staff will provide a TEAMS Question and Answer session via Adobe Connect every other week while TEAMS is open, beginning on Tuesday, January 14, 2014 from 10 am to noon. The second two Question and Answer sessions will be on January 28 and February 11, 2014.

You are encouraged to tune into the sessions, bring your questions to the "chat" section of Adobe Connect, or email them ahead of time to ebenoit@mt.gov.

Adobe Connect is a web-based program that does not require any special equipment. All you need is your computer, internet access, and a speaker through which to hear the audio.

The link to the Q&A is: <http://connect.opi.mt.gov/teams>. Enter as Guest and sign in with your school name.

A reminder with login information will be sent to schools prior to the first Adobe Connect session.

For more information, contact [Danielle Murphy](#), 406-444-9444

Assessment

Assessment Conference

The 2014 Assessment & Data Conference, "All Aboard: Championing College and Career Ready", is full of exciting presentations by Montana educators, OPI staff, and field experts as well as important trainings for the CRT Science, CRT-Alternate, Smarter Summative Assessment, English Language Proficiency Assessment, and the ACT.

The conference will be January 15-17 at the Red Lion Colonial Hotel in Helena, Montana. Please visit our website for more conference information: http://opi.mt.gov/curriculum/MontCAS/#gpm1_4

- Agenda - An updated conference agenda will be available on Monday, January 6. Please be sure to view the updated agenda before the conference as it contains important session changes. Please visit the following link for the conference agenda: <http://www.opi.mt.gov/pdf/Assessment/Conf/14ConferenceAgenda.pdf>
- Registration - Regular registration will be open until midnight on January 5. Late Registration will begin January 6 and will add a \$10 charge. [Click here](#) to register.
- OPI Staff, please do not register online. If you are interested in attending, please let Ashley Makowski know via email at amakowski@mt.gov.
- Presenters and sponsors, please do not register.
- Check In - Check in for the conference will be available at the following times:
 - Wednesday, January 15: 11:30am – 5:00pm
 - Thursday, January 16: 7:00am – 5:00pm
 - Friday, January 17: 7:00am – 8:00am
- Conference App - The conference has gone mobile! Information about how to access the conference mobile app will be available on the conference website on Monday, January 6.

Smarter Field Test

The Office of Public Instruction has prepared a sample information letter for schools to send to parents regarding the SMARTER Balanced field test this spring. Although there is a generic template on the Smarter Balanced site, the letter from OPI is specific to Montana. Your System Test Coordinators have been provided with an editable Word document, and a pdf of the letter can be found here: http://opi.mt.gov/Curriculum/MontCAS/index2.html?gpm=1_8&p7TPMc12_4

For more information, contact [Judy Snow](#), 406-444-3656

Content Standards and Instruction

Professional Learning Plans

Looking Ahead to Professional Learning Plans for 2014 and Beyond

January and February are busy months for data wrangling, budget planning, setting calendars, and planning professional learning for the coming year. Here are some ideas to consider as you think about how to get the best professional learning embedded in your schools.

Essential Resources for Professional Learning

Free, Web-based Resources - These excellent online resources can be used by groups of teachers or individual teachers can access them at any time.

- Achieve the Core <http://www.achievethecore.org/>
- Success at the Core <http://successatthecore.org>
- Teaching Channel <https://www.teachingchannel.org>

Regional Professional Learning Providers – Montana has a rich network of professional learning providers that are based in specific regions of the state. We hope you will consider these providers, in addition to OPI staff and consultants, as your go-to sources for professional learning in our state.

Regional Education Service Areas (RESA) http://opi.mt.gov/PDF/Accred/RSAMap_Contacts.pdf

- PESA <http://www.mt-pesa.org/>
- MNCSR <https://sites.google.com/a/mncsr.org/index/>
- MRESA3 <http://www.msubillings.edu/smart/>
- RESA4U <http://www.resa4u.org>
- WM-CSPD <http://www.wmcspd.org/>

Comprehensive System of Personnel Development <http://opi.mt.gov/Programs/CSPD/index.html>

- Region I <http://www.cspdregioni.com/>
- Region II <http://www.havre.k12.mt.us/page/332>
- Region III <http://www.msubillings.edu/cspd/>
- Region IV <https://sites.google.com/site/regionivcspd/>
- Region V <http://www.wmcspd.org/>

Curriculum Consortia

- Alliance for Curriculum Enhancement (ACE) <http://www.mtace.org>
- Golden Triangle Curriculum Cooperative <http://www.gtccmt.org>
- Missoula Area Curriculum Consortium
<http://www.co.missoula.mt.us/supschools/MACC/MissoulaAreaCurriculumConsortium.htm>
- Montana Educational Consortium <http://mec.nr-es.org/>
- Montana Small Schools Alliance <http://www.mtsmallschools.org>
- Northwest Montana Educational Cooperative <http://www.nwmteducationalcoop.org>
- Prairie View Curriculum Consortium <http://www.pvssmt.org/prairie-view-curriculum-consortium>
- Ravalli County Curriculum Consortium <http://ravallicurriculum.pbworks.com>

Contact the CSI Team

Jael Prezeau, Director, 406-444-3128

Colet Bartow, Communications & Resource Coordinator, 406-444-3583

Kelley Brown, Administrative Assistant, 406-444-0716

Chris DeWald, Science, 406-444-3557

Jean Howard, Mathematics, 406-444-0706

Adam Mastandrea, English Language Arts/Literacy, 406-444-0736

Tara Steinke, Project Manager, 406-444-3538

Click HERE to visit the CSI Web page

Click HERE to view the 3 Big Ideas Archives

For more information, contact Colet Bartow, 406-444-3583

Educator Licensure

Renew your license early

For licenses expiring on 6/30/2014: If you or your staff have earned enough credits to renew, we strongly encourage you to submit your renewal application as soon as possible to avoid the summer rush. Information about how to renew can be found at www.opi.mt.gov/cert, by calling 406-444-3150, or emailing cert@mt.gov.

For more information, contact [Elizabeth Keller](#), 406-444-2580

Educational Opportunity and Equity Division

2014 OPI Title I Conference

Registration is now open for the 2014 OPI Title I Conference. This year's conference will be held in Billings, MT, at the Holiday Inn Grand hotel. The dates are April 23-24, 2014. Registration for the conference is \$125 which includes a light, continental breakfast and full lunch each day. This year's keynote address will be by Aric Bostick, nationally known motivational and educational speaker. Registration for the conference will close April 16, 2014. A block of rooms has been set aside at the hotel for the conference. If you have further questions, please contact the Title I unit at the OPI.

For more information, contact [Shawna Pieske](#), 406-444-5660

Health Enhancement and Safety

Teen Driver Education and Training Curriculum updates

The Traffic Education Office, with the help of our teacher-led curriculum committee, is making good progress on updating the curriculum modules for state-approved driver education courses. The following modules have updated presentations and other materials:

- Rural, Urban and Highway Driving
- Adverse Conditions
- Protecting Occupants

Visit the [Traffic Education Curriculum](#) page to review the Curriculum Module Summary and download materials for classroom instruction.

Only the pre-tests are included online. If you need the tests that go with each of the modules, please contact the Traffic Education Office to request a flash drive with the latest updated curriculum modules.

For more information, contact [Fran Penner-Ray](#), 406-444-4396

Save the Date for the Montana Traffic Education Conference

MTEA's spring conference is April 27-29, 2014 at the GranTree Hotel in Bozeman. It will bring together traffic education instructors, safety educators, and others interested in traffic education. This annual conference, hosted by the Montana Traffic Education Association (<http://www.mteaonline.org>) with assistance from the Montana Office of Public Instruction, provides one college credit or up to 16 renewal units, and pre-conference workshops may be available. Pre-registration for the conference will take place beginning in March.

To be notified of this and other traffic education news from the OPI's Traffic Education Office, sign up for the [Montana Teen Driver Safety E-News](#).

For more information, contact [Patti Borneman](#), 406-444-4432

School Food Service Establishments - Licensure Renewal

Food service establishment licenses expire December 31 each year. Renew food service licenses with the Department of Public Health and Human Services by contacting your local sanitarian.

For more information, contact [School Nutrition Programs](#), 406-444-2501

School Wellness In Action

In January, Montana Team Nutrition will be releasing a *2014 School Wellness In Action Mini-Grant* Program for school districts participating in the National School Meals Program. This competitive grant program will fund 10 - \$2,000 mini grants to support school districts in taking sustainable action steps for implementing the district's school wellness policy.

Student wellness strategies may focus on meeting nutrition guidelines for all foods sold in schools; strengthening nutrition education (including kid's cooking programs); enhancing nutrition promotion; initiating or expanding farm to school

programs; strengthening physical activity opportunities; or applying for a healthy schools award (i.e. HealthierUS School Challenge or Montana Menu Challenge). Funds can support staff time, professional development opportunities, and procurement of educational or promotional resources.
For more information, contact [Katie Bark](#), 406-994-5641

Meal counting and claiming self-review

The annual [Meal Counting and Claiming Self-Review](#) and the second [Afterschool Snack Program Review](#) are due to be completed by February 1, 2013 (as applicable). Please retain the completed reviews with your files. A copy does not need to be sent to School Nutrition Programs.

For more information, contact [School Nutrition Programs](#), 406-444-2501

Smarter Lunchroom Pilot Project

The Montana Team Nutrition Program would like to work with four Montana schools on a Smarter Lunchroom pilot project.

The [Smarter Lunchrooms Movement](#) is designed to assist school staff in designing school cafeterias to influence students to select healthful food choices by using simple environmental cues. By using “Choice Architecture” principles, a school cafeteria is designed to nudge not force customers to make a particular choice. School staff may select from a variety of options to customize an effective, low-cost or no cost makeover for the lunchroom. For example, if you want to increase the number of students who select vegetables, one simple *Choice Architecture* step is to give them creative or descriptive names and display name signs beside the vegetables.

Staff from Montana Team Nutrition would like to provide training and technical assistance on Smarter Lunchroom techniques at your school!

For more information, contact [Katie Bark](#), 406-994-5641

Nutrition Education Resources and Professional Development Opportunity

USDA Team Nutrition Program has up-to-date, student-engaging nutrition education curricula for teaching students about food and nutrition including topics like gardening and making healthful food choices. Grade specific (Grades K-8th grades) nutrition education curricula based on *USDA’s Choose My Plate* principles are available free to school districts participating in the National School Meals Program.

For more information, contact [Montana Team Nutrition](#), 406-994-5641

National School Breakfast Week

[Take time for School Breakfast](#) and celebrate healthy balanced breakfasts at school during March 3-7, 2014. It’s the perfect time to assess interest in starting a breakfast program at school too. Get more information about breakfast on the [School Nutrition Program website](#).

For more information, contact [School Nutrition Programs](#), 406-444-2501

USDA Foods Orders and DoD Fresh Fruit and Vegetable Sign-up

The OPI Food Distribution USDA Foods order form for school year 2014-15 is now available. [Click here](#) to place your order. The order form will be available through January 24, 2014 to place orders or make changes to them.

Please note that the sign-up forms for DoD Fresh Fruit and Vegetable has been added to the USDA Foods order form this year. This is your only opportunity to sign-up for the DoD Fresh Fruit and Vegetable program for school year 2014-15. We will no longer mail sign-up forms to fill out and return.

For more information, contact [Judy Wilson](#), 406-444-4415

2014 School Health Profiles

The 2014 School Health Profiles (Profiles) will be conducted with school principals and the lead health education teacher in Montana middle and high schools in February. The Profiles are school-based surveys that monitor the current status of school health education; physical education; practices related to bullying and sexual harassment; school health policies related to HIV infection/AIDS, tobacco use prevention, and nutrition; school-based health services; and family and community involvement in school health. Previous Montana Profiles reports are located at www.opi.mt.gov/shp. The Profiles were developed by the Centers for Disease Control and Prevention (CDC) and are conducted every even-numbered year.

For more information, contact [Susan Court](#), 406-444-3178

Indian Education

Pathways to Success: Integration of IEFA in Montana Content Standards

There is still time to register for the 2014 Indian Education for All Best Practices Conference! February 24-25, 2014 at the Missoula Hilton Garden Inn.

For more information go to:

http://opi.mt.gov/Programs/IndianEd/Update_Listings/NewsStories/2013-10-24_115035.html

For more information, contact [Jennifer Stadum](#), 406-444-0725

Information Technology Services

GEMS - K20 Data Project

As announced earlier in the year, the OPI has received an additional Statewide Longitudinal Data System (SLDS) grant from the US Department of Education to continue the work of the K12 data warehouse (GEMS), by expanding it to include data required to assess the college and career readiness of Montana students (the K20 Data Project).

The OPI is happy to announce that we have recently entered into a contract with IBM Global Business Solutions and ConnectEDU to develop and implement a new K20 Data Transport and Transcript Management System. This project will kick off during the week of January 6, 2014.

IBM's solution is based on their proven data warehouse / collection approach and tools along with the integration of a transcript system, as part of the ConnectEDU web-based Connect! platform, providing transcript service delivery. This solution will allow the OPI to collect transcript data through a web portal from high school districts and stage the data for cleansing and verification. Upon verification, this data will flow through ConnectEDU's transcript management system, where the student transcript requests will be processed and fulfilled in a secure, web-based environment before delivery to their intended recipients at no cost to the requestor or the school district.

This new system will provide high school districts two methods of transporting high school transcript data to the OPI. These methods include a manual entry web interface for direct entry or via batch or flat files submitted securely through the new data collection tool provided by IBM.

The OPI, along with our new partners will begin contacting each school district and their student information system (SIS) vendors to help them determine which method of submission will work best for them. This process is planned to begin in early 2014 and grant funding will cover any costs associated with working with districts and their SIS vendor. Additionally, training and support will be provided on both the data collection tool and the transcript management tool.

Although this process will be voluntary for all school districts, the OPI hopes that providing transcripts for free for all interested Montana students to the Montana University System will be incentive to provide this information while enhancing the State's ability to assess college and career readiness.

For more information, contact [Jamey Ereth](#), 406-444-4409

School Finance

FY2013-14 Second Semester Bus Inspections

Buses must pass inspection by *January 31, 2014* in order to be eligible for full funding for the second semester. Please schedule inspections early to allow time for re-inspection by January 31, if necessary.

Pre-filled bus inspection forms (TR-13) for the second semester may be printed from the transportation system.

For more information, contact [Donell Rosenthal](#), 406-444-3024

DEADLINE TO REPORT QUALITY EDUCATORS FOR PAYMENT

Pursuant to 20-9-327, MCA the quality educator payment is based on the number of full-time equivalent (FTE) educators reported to the Office of Public Instruction (OPI) for accreditation purposes. In the past, districts have reported this information through the Annual Data Collection. Beginning in FY 2014, districts are reporting FTE in the Terms of Employment, Accreditation, and Master Schedule (TEAMS) application. OPI will be calculating the quality educator payment from the FTE data reported through the Terms of Employment module. For purposes of the Quality Educator payment, OPI is extending the deadline from December 31 to *January 31, 2014* for making changes to the reporting in accordance with ARM 10.21.201.

Please be advised that, districts will not receive payment for quality educators that are not reported in TEAMS by January 31, 2014.

For more information, contact [OPI TEAMS](#), 406-444-1625

SCHOOL ELECTIONS

Districts should now be accepting *Nomination Petitions* and the *Oath of Candidacy* for trustee candidates in the May election. Candidate forms, as well as, the Election Calendar and Manual for 2014 are located at the following link:

http://opi.mt.gov/Finance&Grants/SchoolFinance/Index.html?gpm=1_7.

The Office of Public Instruction (OPI) plans to open the County application for external reporting in early January. The OPI will notify county superintendents when the application is available and provide detailed instructions at that time.

The County application will collect district classification data used to determine the number of nomination signatures required (20 in a first class district and 5 in both second and third class districts) and the requirements to submit campaign finance information to the Montana Commissioner of Political Practices (first class district, county population greater than 15,000 and campaign expenditures and/or revenues greater than \$500).

District clerks may assist their county superintendent by completing a data form for their district(s) and sending it to their county superintendent. The form is located under Basic Election Forms/Election

Administrator: http://opi.mt.gov/Finance&Grants/SchoolFinance/Index.html?gpm=1_7#gpm1_7

For more information, contact [Nicole Thuotte](#), 406-444-4524

Special Education

Montana Autism Education Project Upcoming Training

2- part webinar Tuesday, January 14, 2014 from 1:00 – 2:30 p.m.

The webinar [Employment for Youth with Intellectual Disabilities: Strategies for Instruction](#) is two part session that focuses on the importance of the job coach in maximizing student independence, competence, and confidence in employment.

Save the Date: Implementing Social Skills Training Groups for Students with ASD – Missoula, March 11

This workshop will provide school professionals* with specific knowledge and skills on how to implement a social skills group for children with ASD and related disorders that is evidence-based, data-driven, inexpensive, and engaging for children. The workshop is interactive and participants will role play and practice the skills throughout the day. This event is for special educators, speech and language pathologists, school psychologists, paraeducators, counselors, etc.

Registration will open in February and will be advertised through the Montana Autism Education Project blog.

For more information, contact [Doug Doty](#), 406-459-5303

Other Education News

FWP Education Hall Named for Vince Yannone

A longtime Montana Fish, Wildlife & Parks educator was honored when the state named the auditorium at the Montana Wild Education Center in tribute to Vince Yannone. As a scientist and educator, Yannone's educational programs reached thousands of people across the state. The initial vision for the Montana Wild Education Center, and its associated wildlife rehabilitation facility, can be traced back to Yannone who inspired individuals and groups to help fund its construction.

Montana Wild's grand opening came in 2010.

For more information, contact [Terry Kendrick](#), 406-444-3449